

**Embassy of the United States of America**  
**Foreign Student (Thai) Intern Program 2014**  
**(Bangkok and Nonthaburi positions)**

The Foreign Student (Thai) Intern Program will be offered from March 24 to June 13, 2014 during the summer break. The requirements are:

- (a) Be a full-time students at an accredited Thai university;
- (b) Have already completed two years of university studies;
- (c) Be at least 18 years old;
- (d) Have a GPA of 2.8 or higher;
- (e) Possess basic working knowledge of English; and
- (f) Complete medical and security clearances.

Interested students should submit an application with verification of student status, transcript, and Thai ID card **by email to [BangkokHRCs@state.gov](mailto:BangkokHRCs@state.gov) (Subject: FNSIP#2014 - Name and Surname), no later than November 24, 2013.** Students must identify the position number(s) of the position(s) they are applying for on their applications.

**\*\*Please note that students may apply for up to 3 positions only.**

Internships will be offered in the following offices/organizations:

**Vacancies number 1-6 , 32-33 require students currently enrolled in specific areas of studies**

<u>SIP#2014/1</u>	U.S. Patent and Trade Mark Office (USPTO)
<u>SIP#2014/2</u>	U.S. Department of Homeland Security, Immigration and Customs Enforcement (DHS/ICE)
<u>SIP#2014/3</u>	Media Unit, Public Affairs Section (PA)
<u>SIP#2014/4</u>	Regional Legal Advisor Office, United States Agency for International Development (USAID/RLA)
<u>SIP#2014/5</u>	Program Development Office/ Development Outreach Communications, United States Agency for International Development (USAID/PDO/DOC)
<u>SIP#2014/6</u>	Governance and Vulnerable Populations Office, United States Agency for International Development (USAID/GVP)
<u>SIP#2014/32</u>	Global Financial Service (CGFS), System Development and Maintenances Technical Support
<u>SIP#2014/33</u>	Global Financial Service (CGFS), System Development and Maintenances Systems Support (Tier 3)



**Vacancies number 7-31 are for students currently enrolled in general areas of studies.**

<u>SIP#2014/7</u>	Division of Global Migration and Quarantine/ Immigrant, Refugee and Migrant Health Program (DGMQ), Center for Disease Control (CDC), <u>Nonthaburi Office</u>
<u>SIP#2014/8</u>	American Citizen Services Unit, Consular Section (CONS)
<u>SIP#2014/9</u>	Fraud Prevention Unit, Consular Section (CONS)
<u>SIP#2014/10</u>	Non-Immigrant Visa/ Immigrant Visa Unit, Consular Section (CONS)
<u>SIP#2014/11</u>	Foreign Commercial Service Office (FCS)
<u>SIP#2014/12</u>	Joint POW/MIA Accounting Command (JPAC)
<u>SIP#2014/13</u>	Cultural Unit, Public Affairs Section (PA)
<u>SIP#2014/14</u>	Regional English Language Office, Public Affairs Section (PA)
<u>SIP#2014/15</u>	Translation Unit, Public Affairs Section (PA)
<u>SIP#2014/16</u>	Social Media Unit, Public Affairs Section (PA)
<u>SIP#2014/17</u>	Information Resources Center, Public Affairs Section (PA)
<u>SIP#2014/18</u>	Economic Section (ECON)
<u>SIP#2014/19</u>	RSO Investigators Office, Regional Security Office (RSOI)
<u>SIP#2014/20</u>	Regional Human Resources (RHR)
<u>SIP#2014/21</u>	Regional Employee Development Center (REDC)
<u>SIP#2014/22</u>	Political Section (POL)
<u>SIP#2014/23</u>	General Service Office/ Procurement Office (GSO/Procurement)
<u>SIP#2014/24</u>	General Service Office/ Housing (GSO/Housing)
<u>SIP#2014/25</u>	Office of Financial Management, United States Agency for International Development (USAID/OFM)
<u>SIP#2014/26</u>	Executive Office, Procurement Section, United States Agency for International Development (USAID/EXO/PROC)
<u>SIP#2014/27</u>	Executive Office, Asia Regional Training Center, United States Agency for International Development (USAID/EXO/ARTC)
<u>SIP#2014/28</u>	General Development Office, United States Agency for International Development (USAID/GDO)
<u>SIP#2014/29</u>	Office of Public Health, United States Agency for International Development (USAID/OPH)
<u>SIP#2014/30</u>	Regional Environment Office, United States Agency for International Development (USAID/REO)
<u>SIP#2014/31</u>	Regional Office of Procurement, United States Agency for International Development (USAID/ROP)
<u>SIP#2014/34</u>	Joint United States Military Advisory Group/ (JUSMAGTHAI) Resource Management #01
<u>SIP#2014/35</u>	Joint United States Military Advisory Group/ (JUSMAGTHAI) Resource Management #02



For additional information, please contact HR Customer Service at [BangkokHRCS@state.gov](mailto:BangkokHRCS@state.gov) or 02-205-4991.

## **Attachment 1: Job Descriptions and Job Qualifications**

**Vacancies number 1-6, 32-33 require students currently enrolled in specific areas of studies.**

### **SIP#2014/1**

**Office / Organization:** U.S. Patent and Trade Mark Office (USPTO)

#### **Job Description:**

- Search and extract information from reference sources
- Provide first-handed review and summarize the new development in law
- Summarize, translate, assist in updating Intellectual Property Law in the region
- Assist in organizing trainings, seminar and other related duties as applicable
- Assist with ad hoc projects

#### **Qualifications:**

- Candidate must be currently enrolled in school of Law
- Candidate must be proficient in English and Thai
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills

### **SIP#2014/2**

**Office / Organization:** U.S. Department of Homeland Security, Immigration and Customs Enforcement (DHS/ICE)

#### **Job Description:**

- Assist in the planning for training and outreach activities provided to local law enforcement agencies and non-governmental organization
- Assist with issues related to ICE repatriation program
- Conduct research on laws and regulations as pertain to ICE's investigative strategies and any other duties associated with the daily activities of a professional law enforcement office



**Qualifications:**

- Candidate must be currently enrolled in school of Law
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai

**SIP#2014/3**

**Office / Organization:** Media Unit, Public Affairs Section (PA)

**Job Description:**

- Monitor and scan newspapers and other media courses daily for relevant news clips and editorials;
- Assist in arranging and organizing media events and other outreach programs
- Drafting materials for Media Unit
- Accompany Online Media Specialist to Embassy events

**Qualifications:**

- Candidate must be majoring in Journalism, Communication Arts, Liberal Arts, or equivalent
- Candidate must be proficient in English including reading and writing skills
- Be an active Social Media user – Facebook and Twitter in particular with understanding of the mechanics of each tool
- Candidate should be able to work independently
- Good photography skills, preferably knows how to use a digital SLR camera

**SIP#2014/4**

**Office / Organization:** Regional Legal Advisor Office, United States Agency for International Development (USAID/RLA)

**Job Description:**

- Assist RLA in conducting legal research on US and comparative laws
- Involve in the development of various new training courses which include development of media resources, i.e., video presentations
- Assist in conducting research projects regarding international development issues in South East Asia



**Qualifications:**

- Candidate must be currently enrolled in school of Law
- Candidate must possess strong interest in U.S. and comparative laws
- Candidate must be proficient in English and Thai
- Candidate must possess strong interpersonal skills
- Experience or skills with media or innovative presentation tools is desired

**SIP#2014/5**

**Office / Organization:** Program Development Office/ Development Outreach Communications, United States Agency for International Development (USAID/PDO/DOC)

**Job Description:**

- Assist in developing a range of draft video and digital communications products to share information about RDMA project successes with wider audiences
- Assist in reviewing existing USAID and partner video library content, collate, suggest edits and post video clips on the RDMA YouTube channel
- Develop story boards and short video ideas about program successes
- Assist in translation of outreach materials from English to Thai, as well as recommend responses to Thai Facebook posts on the USAID Asia Facebook site
- Interface with local organizations and universities to increase collaboration and set up promotional events
- Assist in coordinating and tracking USAID procurements for the DOC team

**Qualifications:**

- Candidate must be currently enrolled in Journalism/ Mass Communication, Fine Arts, or equivalent
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint Internet, social media tools, and video editing skills
- Candidate must be proficient in English and Thai



**SIP#2014/6**

**Office / Organization:** Governance and Vulnerable Populations Office, United States Agency for International Development (USAID/GVP)

**Job Description:**

- Search and summarize information from reference sources
- Provide first-handed review and summarize the civil society, new development in region
- Assist to research the international relations and political reports Law in the region
- Assist in organizing trainings, seminar and other related duties as applicable

**Qualifications:**

- Candidate must be currently enrolled in school of Political Science
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai

**SIP#2014/32**

**Office / Organization:** Global Financial Service (CGFS), System Development And Maintenances

**Job Description: Technical Support Intern**

- Perform regular software record checks on past and current software licenses to prevent the overuse of licensing versions and its legal consequences.
- Update software operational records, inventory reports and licensing information, using the computer.
- Sort and organize the software media (CD/DVD) and stock inventory with adequate supplies of forms, CD, DVD, licenses, and other required materials.
- Keeping up-to-date the knowledge base and documentation links for GFSB System Development and Maintenance section.
- Performing other day-to-day administrative tasks such as drafting e-mail communication, maintaining information files, and processing paperwork.

**Qualifications:**

- Currently pursuing an undergraduate/graduate degree in the Information Technology field.
- Demonstrates self-motivation and ability to work hard.



- Possesses strong interpersonal skills and the ability to contribute in a team environment.
- Must have a very good command of written and verbal English. Fluent in Thai.

### **SIP#2014/33**

**Office / Organization:** Global Financial Service (CGFS), System Development and Maintenances

**Job Description: Systems Support Intern**

- Perform regular tracking of Tier 3 incidents reported from users and other support teams.
- Assist in troubleshooting and analysis on problems and inquiries about financial applications.
- Assist in preparing analysis results and responses.
- Performing other day-to-day administrative tasks such as e-mail communication, maintaining information files, and processing paperwork.
- Performing other duties as assigned.

**Qualifications:**

- Currently enrolled in Information Technology or Business Administration or Financial/Banking fields.
- Possess excellent reading and writing skills in English.
- Possess good analytical skills.
- Detail oriented.
- Demonstrate self-motivation and ability to work hard.
- Willing to learn and adjustable to a new environment.
- Familiar with Windows operating systems and Microsoft office suite products.
- Possess strong interpersonal skills and the ability to contribute in a team environment.
- Maintain a positive attitude.



**Vacancies number 7-31, 34-35 are for students currently enrolled in general areas of studies.**

**SIP#2014/7**

**Office / Organization:** Division of Global Migration and Quarantine/ Immigrant, Refugee and Migrant Health Program (DGMQ), Center for Disease Control (CDC), **Nonthaburi Office**

**Job Description:**

- Provide support to CDC/DGMQ public health activities including the review and organizing of health information in accordance with offices' guidelines
- Assist with input, arrange, tracking, and updating computerized health databases
- Interact with variety of national and international public health professionals

**SIP#2014/8**

**Office / Organization:** American Citizen Services Unit, Consular Section (CONS)

**Job Description:**

- Assist routine ACS processing during post's peak season
- Perform case intake and document screening for notary services and passport applications
- Assist in emergency American Citizen cases as assigned including inventories of personal effects as well as to assist with visits to hospitals and other locations
- Assist in translation during visits outside of the office
- Maintain files and carry out special projects related to improving unit efficiency
- Assist in taking phone calls as needed

**SIP#2014/9**

**Office / Organization:** Fraud Prevention Unit, Consular Section (CONS)

**Job Description:**

- Conduct follow-up phone calls to visa applicants and enter results into database for validation studies tracking visa usage
- Liaise with companies, financial institutions, Thai governmental agencies to perform assigned checks
- Assist with English-Thai translation and draft English and Thai correspondence



- Maintain FPU files and update the tracking records
- Prepare PowerPoint presentations, handouts, and respond to telephone enquiries

### **SIP#2014/10**

**Office / Organization:** Non-Immigrant Visa/ Immigrant Visa Unit, Consular Section (CONS)

#### **Job Description:**

- Participate and assist in coordinating visa outreach events targeting various constituencies, including students
- Assist both immigrant and non-immigrant visa sections with data management projects
- Assist local staff with intake of documents for immigrant interviews and document review
- Draft correspondence in Thai and English (often based on templates) for visa cases
- Assist in preparing immigrant and non-immigrant visas courier returns

### **SIP#2014/11**

**Office / Organization:** Foreign Commercial Service Office (FCS)

#### **Job Description:**

- Support of Business Matchmaking and other CS Products & Services
- Assist in searching information from reference sources and perform tele-marketing, scheduling, and confirming appointments for visiting trade mission participants and individual U.S. visitors
- Conduct promotional campaigns via email, fax, phone to recruit local companies to attend trade exhibition in the U.S.
- Support of Trade Events by assisting at trade events (trade missions, exhibitions, seminars, videoconferences, etc)
- Arrange for logistics and prepare promotional materials
- Maintain information in the CTS database



### **SIP#2014/12**

**Office / Organization:** Joint POW/MIA Accounting Command (JPAC)

**Job Description:**

- Provide logistics and administrative support to office's personnel
- Coordinate actions to obtain visas to include acquiring telex JPAC Detachments in Lao and Vietnam as well as JPAC Headquarters
- Prepare letters and memorandums for the Detachment Commander
- Maintains and update all office's files correspondence, messages, reports, vehicle logs and maintenance files
- Assist in translation (Thai to English and vice versa)
- Perform a detailed inventory of detachment supplies and equipment

### **SIP#2014/13**

**Office / Organization:** Cultural Unit, Public Affairs Section (PA)

**Job Description:**

- Provide support for educational and cultural exchanges programs, international visitor program
- Assist in organizing and carrying out digital video conferences
- Working on speaker programs
- Assist with monitoring grant projects funded by the Cultural Unit
- Assist with the International Visitor program
- Assist with student advising activities

### **SIP#2014/14**

**Office / Organization:** Regional English Language Office, Public Affairs Section (PA)

**Job Description:**

- Establish and update a database of RELO resources, books, publications, and English language Teaching (ELT) materials for the office
- Under RELO office staff supervision, develop or document supplementary ELT lesson plans to be used with RELO program curriculum books and materials; including *Trace Effects* electronic learning resources
- Update existing contact database entries including Access student alumni data
- Upload of RELO program report activities and other relevant English language teaching issues to the RELO Thailand Facebook



### **SIP#2014/15**

**Office / Organization:** Translation Unit, Public Affairs Section (PA)

**Job Description:**

- Monitor and scan newspapers and TV news daily for relevant news clips and editorials
- Translate news articles, bios, speeches and remarks
- Translate annual reports

### **SIP#2014/16**

**Office / Organization:** Social Media Unit, Public Affairs Section (PA)

**Job Description:**

- Assist Online Media Team in maintaining social media channels (Facebook, Twitter, Instagram, Flickr, and YouTube)
- Assist Online Media Team in producing multimedia contents, including but not limited to photographic and video contents
- Provide ideas for contents to be posted on social media channels
- Research and summarize popular news on the internet and social media to be included in Media Unit's daily news summary

### **SIP#2014/17**

**Office / Organization:** Information Resources Center, Public Affairs Section (PA)

**Job Description:**

- Update reference books and periodical catalogue, as well as conduct annual resource inventory using Microsoft Excel and Dreamweaver
- Update contact and query data on Microsoft Access
- Manage electronic information including processing and recording ALERT and E-TOC full texts requests
- Respond to basic reference queries and updating IRC usage statistics
- Assist in IRC youth outreach programs with high school and university students
- Conduct supply, promotional items, and publication inventory



### **SIP#2014/18**

**Office / Organization:** Economic Section (ECON)

**Job Description:**

- Development of Thai-language outreach materials, web content, and newsletter listings
- Co-maintenance of a blog website based on the WordPress content management system
- Social media management and development of Thai-language Facebook and Twitter posts
- Attend partner events and creating engaging live social media content, including photographs and video
- Attend and develop outreach meetings with contacts
- Provide event logistics support (display delivery and setup, interaction with participants)

### **SIP#2014/19**

**Office / Organization:** RSO Investigators Office, Regional Security Office (RSOI)

**Job Description:**

- File, update, and organize security files
- Assist in processing fingerprints and police checks
- Assist ATA training program for Thailand
- Assist in Residential Security Program as needed
- Support special events on administrative work

### **SIP#2014/20**

**Office / Organization:** Regional Human Resources (RHR)

**Job Description:**

- Assist HR Assistants in reviewing applications
- Assist in the Americans check-in /check-out process
- Accompany HR Assistants and American families to the Immigration Office
- Handle event preparations and/or logistical support such as request access to the compound, various ceremonies with the Ambassador such as Retirement and Employee of the Month Ceremonies, room arrangement, equipments, audio visual, etc.
- Manage administrative tasks such as filing, typing, shredding papers as appropriate/scheduled



### **SIP#2014/21**

**Office / Organization:** Regional Employee Development Center (REDC)

**Job Description:**

- Assist in organizing training and other related administrative functions
- Provide support to office management duties as applicable
- Assist in developing and maintaining REDC share point site
- Assist in data entry projects as assigned

### **SIP#2014/22**

**Office / Organization:** Political Section (POL)

**Job Description:**

- Monitor, report, translate Thai-language social media news and trends related to Thai political issues
- Track initiatives to prepare refugees for voluntary repatriation and regularize migrant workers
- Conduct basic research for political reporting and bio data
- Prepare and update briefing materials for meetings and visitors
- Provide logistical and administrative work as requested

### **SIP#2014/23**

**Office / Organization:** General Service Office/ Procurement Office (GSO/Procurement)

**Job Description:**

- Conduct research on sources of supplies and services
- Obtain quotations through the internet and catalogues
- Assist in preparing VAT exemption documents
- Assist with local procurements



### **SIP#2014/24**

**Office / Organization:** General Service Office/ Housing (GSO/Housing)

**Job Description:**

- Assist in the development of Earth Day 2014 activities for April
- Plan for the trial of a “smart meter” electricity meter that is under development at King Mongkut Institute of Technology
- Assist in the campaign to lower electricity costs at U.S. Embassy households

### **SIP#2014/25**

**Office / Organization:** Office of Financial Management, United States Agency for International Development (USAID/OFM)

**Job Description:**

- Support Accounting and Payment team in overall USAID funding and payment activities
- Process invoice receipt notification to missions employees and vendors
- Assist in data flow management for invoicing and funding documents
- Distribute documents that enter OFM and maintain a tracking system
- Manage the official files both electronic and hard copies up to date
- Other administrative tasks

### **SIP#2014/26**

**Office / Organization:** Executive Office, Procurement Section, United States Agency for International Development (USAID/EXO/PROC)

**Job Description:**

- Provide administrative service to EXO procurement office
- Record management of purchase requisition, purchase order, lease documents and vender contract information
- Track procurement records and prepare procurement actions, i.e. purchase request, contract and contract modification
- Assist in other duties as assigned



### **SIP#2014/27**

**Office / Organization:** Executive Office, Asia Regional Training Center, United States Agency for International Development (USAID/EXO/ARTC)

**Job Description:**

- Greet and escort visitors, training participants and trainers using clear and professional language
- Ensure the front desk and networking area are orderly and clean
- Assist in clerical and administrative support
- Assist in organizing trainings, workshops and other related duties as applicable
- Update computerized program databases and documents as requested

### **SIP#2014/28**

**Office / Organization:** General Development Office, United States Agency for International Development (USAID/GDO)

**Job Description:**

- Receives incoming telephone calls and visitors
- Schedules meetings, confirms or reschedules appointments as necessary
- Handle correspondence such as memoranda, letters, reports, faxes, etc
- Prepare PowerPoint Presentation, maintain an up-to-date database of key contact information or other program related documents
- Prepare and/or updates TDY & Visitor List and Mission Calendar
- Arrange for hotel/lodging accommodation reservations, flights booking and transportation for travelers
- Prepare requisitions for office supplies or request for maintenance of office equipment

### **SIP#2014/29**

**Office / Organization:** Office of Public Health, United States Agency for International Development (USAID/OPH)

**Job Description:**

- Organize program files and subject files in accordance with USAID guidelines
- Creation, revision of an OPH communications archive system for photographs, digital materials, blurbs, health matters etc.
- Assist in re-printing of any hard-copy OPH communications materials



- Provide logistical support for TDY travelers
- Arrange internal and/or external meetings as appropriate
- Verify and update health contact lists
- Assist with World TB and World Malaria Days activities

### **SIP#2014/30**

**Office / Organization:** Regional Environment Office, United States Agency for International Development (USAID/REO)

#### **Job Description:**

- Assist REO support staff (secretary, administrative associate and project management specialists) in administrative tasks such as preparing time sheets for FSN, filing and organizing library, updating REO travel schedules and preparing meeting documents
- Help with travel arrangements, including visa applications, conference registration forms and flight and hotel reservations
- Support team or mission activities such as helping with internal team meeting arrangement, outing or special occasions such as birthday or farewell
- Provide secretarial supports such as fax, scanning, photocopying, answering phone calls, scan documents, delivering mails and routing documents to other office as assigned

### **SIP#2014/31**

**Office / Organization:** Regional Office of Procurement, United States Agency for International Development (USAID/ROP)

#### **Job Description:**

- Support the development and management of ROP's internal Knowledge Resource Platform for RDMA and client missions
- Support the development of a systemized ROP training calendar for RDMA and ROP client Missions on USAID Forward and procurement with emphasis on virtual training
- Cross check information in Acquisition and Assistance awards related to the actualization of latest required A&A policies (i.e. environmental compliance)
- Support the closeout process of expired awards



### **SIP#2014/34**

**Office / Organization:** Joint United States Military Advisory Group (JUSMAGTHAI)/ The Resource Management office is responsible for accounting/finance, purchasing/contracting and administration of supplies for all US Military operations in Thailand.

**Job Description:**

- Support the Resource Management with working with windows
- Support the Resource Management with answering the phones
- Support the Resource Management with filing documents
- Assist in other duties as assigned

### **SIP#2014/35**

**Office / Organization:** Joint United States Military Advisory Group (JUSMAGTHAI)/ The Resource Management office is responsible for accounting/finance, purchasing/contracting and administration of supplies for all US Military operations in Thailand.

**Job Description:**

- Support the Resource Management with working with windows
- Support the Resource Management with answering the phones
- Support the Resource Management with filing documents
- Assist in other duties as assigned

***Below are job qualifications for vacancies number 7-31,34-35 only.***

- Candidate must be currently enrolled in school of Business Administration, Arts, Liberal Arts, Humanities, Education, Economics, Political Sciences, Communication Arts, International Business Management, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills;
- Candidate must be proficient in English and Thai;
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.



**Number of required hours:**

40 per week (flexible)

**Submit application to:**

Email: [BangkokHRCS@state.gov](mailto:BangkokHRCS@state.gov)

(Subject: FNSIP#2014 – Name and Surname)

**Closing date:**

November 24, 2013

***\*\*Please note that the above vacancies are unpaid jobs.***